

SERVICE INSTRUCTIONS FOR WRIT OF EXECUTION  
FOR GARNISHMENT OF EARNINGS

PROCESS SERVER \_\_\_\_\_

Court Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

Defendant \_\_\_\_\_

Attorney Firm/Person Requesting Service \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Mail Address \_\_\_\_\_  
Street Number, Box Number City ZIP

INFORMATION ABOUT THE DEBTOR

Debtor's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ ID/Driver's Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Location \_\_\_\_\_ City \_\_\_\_\_

Additional Information \_\_\_\_\_

SERVING THE EMPLOYER

- Documents:
- Writ of Execution for Garnishment of Earnings (CIV-525)
  - Employer's Response to Writ of Execution for Garnishment of Earnings (CIV-526)
  - Self-addressed, stamped envelope (optional -- for employer to return to creditor)

Debtor's Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_

SERVING THE NOTICES ON THE DEBTOR

Are the notices being sent to the debtor by certified mail through the court? ☐ Yes ☐ No

If "No" is checked, all the following documents are attached and must be served on the debtor.

- Documents:
- Notice of Garnishment and Notice of Right to Exemptions (CIV-530)
  - Claim of Exemption from Garnishment (CIV-531)